

2014 AGENDA REQUESTApril 16, 2014
Meeting

DATE EMAILED TO LEGAL

4/1/14

Department Emergency ResponseDivision Head Tom ButtsPhone Number 7130Department Head Approval YES ☒ NO ☐**Awarded by the following procedure**

BID# _____

Disclosure Form Received (Proprietary Vendors) YES ☐ NO ☐RFP# 14-017State Contract # _____ Verified YES ☐ NO ☐**Type of Contract**Purchasing Contract & Resolution (Over \$17,500.00) ☒ Resolution Only (Extension of Term) ☐Amendment - Extension of Term ☐ Increase of Contract Amount ☐ Decrease of contract Amount ☐

New Term for Extension _____ Contract Amount \$ _____

Reason for Amendment _____

Original Resolution Date _____ Original Contract Term _____ Extensions _____

Original Contract Amount \$ _____

Vendor Information

Name & Address of Company, Vendor or Contractor:

Stuart Wallace, LLCPO Box 2001Shepherdstown, West Virginia 25443Contact Person Stuart Wallace**Brief description of services/items to be provided by Vendor or Contractor:**Hazard mitigation plans for 4 Counties:Gloucester, Camden, Cumberland, SalemContract Term: 4/17/14 - 4/16/15 Extensions 0Contract Amount: \$600,000.00 Amount not to exceed (Open Ended-No CAF Needed) X

CAF # _____ Account # _____

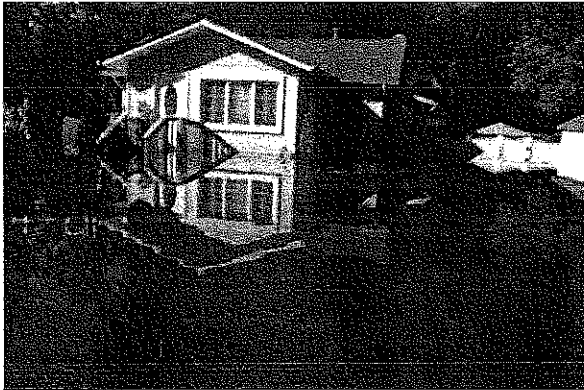
Necessary Documents Included

- ☐ If award by Bid, bid summary sheet
☒ If award by RFP, RFP Cover Sheet and Proposal/Rate Sheet
☐ If award is Proprietary please include an updated Disclosure Form
☐ If CAF is required, provide a copy of the CAF form, signed by Purchasing.

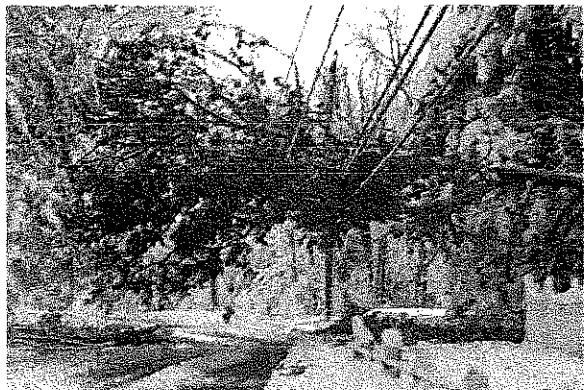
Purchasing Director Signature

Date

4-1-14



Original



Mitigation Plans for Four New Jersey Counties

Request for Proposal #14-017

presented to:



Gloucester County
Purchasing Department
County Administration Building
2 South Broad Street
Woodbury, New Jersey 08096



presented by:

Stuart Wallace, LLC
PO Box 2001
Shepherdstown, West Virginia 25443

March 12, 2014

Stuart Wallace, LLC

March 12, 2014

Peter M. Mercanti, Purchasing Director
Gloucester County Purchasing Department
County Administration Building
2 South Broad Street
Woodbury, New Jersey 08096

**Re: Stuart Wallace, LLC Proposal
Mitigation Plan for Four New Jersey Counties - RFP #14-017**

To Whom It May Concern:

I was very excited to hear about this Request for Proposal. As the original Project Manager for the Southern Delaware Valley Region hazard mitigation planning project, I have been hoping for the opportunity to help update your communities' hazard mitigation plans and continue to enhance your emergency management programs.

I have spent the last 20 years working with different firms of varying sizes and levels of expertise. During that time, I was fortunate to collaborate with a fantastic array of clients on an amazing range of projects. However, administrative requirements over time had reduced my ability to be directly involved with projects and clients in a way that I felt best utilized my abilities. Therefore, I started my own consulting firm, Stuart Wallace, LLC, in January of this year to make a more direct and meaningful contribution to the clients I serve. My ultimate goal, as sole principal of the firm, is to devote my full attention to my clients with minimal overhead, providing high quality work at a reasonable cost.

Although the firm was initiated only a few short months ago, I have assembled a team of professionals for this proposal that I have worked with successfully for many years. As a result, the team proposed for this work has established working relationships along with decades of extensive relevant experience in hazard mitigation planning and in helping communities like yours.

Modern technology has largely eliminated the need for a traditional office structure for consultants such as my colleagues and myself. My work at other firms over the last 10 years, where a virtual environment was the norm, has taught me how to succeed in this type of work atmosphere. It may not have been evident at the time, but the team involved in the previous Southern Delaware Valley Region effort was similarly far flung and managed in this same manner. As such, my team and I will continue to manage our work virtually, with my base in Shepherdstown, West Virginia and my staff in their respective locations.

As stated in the proposal, my office is only three hours from Gloucester County and other key project staff currently live in New Jersey and will be available to support your needs with little notice. In addition, we plan to mobilize to the region for extended periods at key points in the project to conduct meetings and working sessions with your constituent municipalities at their convenience to the extent possible.

I understand the services to be performed include:

- Providing professional consulting support, working with Camden, Cumberland, Gloucester, and Salem Counties for the update of the current Hazard Mitigation Plans consistent with the Request for Proposals
- Addressing requirements and expectations of the New Jersey Office of Emergency Management and Region II of the Federal Emergency Management Agency
- Communicating extensively with all cities, boroughs, and towns within the four counties to reflect the individual risk and hazard mitigation priorities of each municipality
- Improve disaster resilience for the county's residents, property owners, and business interests

I am highly motivated and committed to meeting and exceeding the requirements of the Request for Proposals, the four counties, NJOEM, FEMA, and the individual municipalities. Highlights of our team include extensive programmatic expertise and practical experience with:

- Hazard mitigation planning under the Disaster Mitigation Act of 2000
- Hazard mitigation planning in New Jersey, including Camden, Cumberland, Gloucester, and Salem Counties as well as eight other New Jersey counties with a total of over 300 municipalities
- Hazard mitigation project identification and implementation, in particular for flood-prone communities vulnerable to coastal storms and severe weather
- Community-based planning and implementation efforts enabling better integration of diverse planning efforts

The Stuart Wallace, LLC team has the following key characteristics that are highlighted in this proposal:

- Ability to provide comprehensive, high quality consulting services
- Low overhead and high productivity, allowing for completion of all required work to update the hazard mitigation plans under the current grant budget thus creating the opportunity to provide additional services
- Immediate availability to start the work and meet an aggressive project schedule

Our mission is to develop plans that not only meet the needs of and improve the quality of life for the intended municipalities and counties, but also serve as a model in which other counties and states could then benefit. In summary, I cannot imagine a team that is better positioned or more qualified for this particular project

As the sole Principal of Stuart Wallace, LLC, I am authorized to make these representations for the firm. My contact information is shown below. Please let me know if you have any questions or desire more information about our qualifications and approach to the work. I would be especially pleased to meet with the Evaluation Committee and discuss our thoughts and enthusiasm about this project.

Sincerely,
Stuart Wallace, LLC



Stuart Wallace, Principal
PO Box 2001, Shepherdstown, West Virginia 25443
304.377.7586 (mobile and voice mail)
sw@stuartwallace.com

Part E - Cost Proposal

This part of SW LLC's proposal addresses RFP Item # 12 that indicates "*proposers should submit a cost proposal which would include all details of any fees to be paid to proposer. The County does not provide payment for or reimbursement for travel expenses*". This information also responds to RFP Evaluation Factor E that seeks to determine the "*reasonableness of Cost Proposal*".

Part E – Cost Proposal includes:

- Assumptions
- Cost Proposal
- Additional Services
- Hourly Billing Rates

Assumptions

The proposed cost to complete the project is based on the following underlying assumptions:

- The contract period of performance will be twelve (12) months
- Invoices will be prepared and submitted on a monthly basis for work completed to date as agreed to with Gloucester County and the Steering Committee and consistent with information in the RFP regarding the Method of Payment
- Reproductions of the final plan will be provided as identified in RFP Item #4.A
- SW LLC and all subconsultant firms will provide insurance coverage as identified in RFP Item #8.
- All HMP update requirements consistent with DMA 2000 and per NJOEM and FEMA RII reviews are included in the proposed cost including increased detailed development of municipalities' components of the HMPs, integration of HMPs with other planning initiatives, etc. SW LLC will support the four counties throughout the review process and address all comments from NJOEM and FEMA Region II.

Cost Proposal

SW LLC proposes to meet all requirements of the work as indicated in the RFP and this proposal, provide the specified project support services for the four counties, as well as address all requirements from NJOEM and FEMA Region II reviews for a not-to-exceed total of:

Four hundred eighty-five thousand, seven hundred and fifty-five US dollars (\$485,755)

This not-to-exceed lump sum amount includes all labor, reproductions, travel and other expenses associated with the work.

The approximate lump sum distribution of the total cost between the major milestones of the project is as follows:

Milestone	Distributed Cost	Percent of Total Cost
Project Initiation & Kick-off Meetings	\$18,215	3.75%
Data Acquisition / Preliminary HIRA Update	\$66,790	13.75%
Municipal Working Group Working Sessions Round 1	\$72,865	15.00%
Preliminary Municipal Appendices	\$66,790	13.75%
Municipal Working Group Working Sessions Round 2	\$55,860	11.50%
Preliminary HMP Update	\$50,720	12.50%
Preliminary HMP Update Review Process	\$24,290	5.00%
Draft HMP Update	\$36,430	7.50%
Draft HMP Update Review Process	\$24,290	5.00%
Plan Adoption	\$35,215	7.25%
Final HMP Update	\$24,290	5.00%
Totals	\$485,755	100.00%

The Cost Proposal is based on an average billing rate of \$85 per hour for professional services that is all-inclusive for labor and expenses. This equates to approximately 5,700 hours of professional services that will be expended for this project.

The approximate number of hours committed to the project per labor category is as follows:

Labor Category	Approximate Number of Hours	Percent of Total Hours
Subject Matter Expert	800	13.6%
Project Manager / Senior Hazard Mitigation Planner	1,875	31.8%
Hazard Mitigation Planner	2,350	39.8%
GIS/IT Specialist	875	14.8%
Totals	5,700	100.0%

For comparison purposes, the original work with the SDVR was performed at an average billing rate of \$130 per hour with approximately 3,200 hours of work effort. The current SW LLC team is more diverse and better qualified than the previous team but has a lower average billing rate and will be able to spend approximately 2,000 more hours. This will be important to meet NJOEM and FEMA RII expectations regarding interactions with and detailed plan development for the municipalities.

The lower billing rate will allow for completion of the updates under the total potential budget for the project, making it possible for Additional Services to be performed to further enhance the mitigation programs of the four counties and municipalities.

Additional Services

According to public records, FEMA has approved a total project budget of \$800,000, which includes \$200,000 or 25% as the non-federal or "local" share (to be met through in-kind and force account services by the four counties and municipalities). This total also includes an available amount to support a consultant contract of \$600,000. Since the SW LLC Cost Proposal is lower than \$600,000, approximately \$114,245 is left available in the potential consultant project amount providing capacity for Additional Services as outlined in Part D of the proposal. It is important to note that these Additional Services will only be provided if approved by Gloucester County and the other three counties and the specific services to be provided will be determined as a result of interactions with the municipalities and the counties during the course of meetings for the HMP updates. However, based on the average billing rate of \$85 per hour for the SW LLC team, it is estimated that an additional 1,345 hours could be provided under these Additional Services.

Proposed specific scope of work descriptions and cost estimates will be provided by SW LLC at no cost to Gloucester County as part of the process of negotiating any Additional Services. Fees will be based on the hourly billing rates shown below.

Hourly Billing Rates

The following are the average billing rates for the main labor categories on the project:

Labor Category	Average Hourly Billing Rate
Subject Matter Expert	\$100
Project Manager / Senior Hazard Mitigation Planner	\$90
Hazard Mitigation Planner	\$65
GIS/IT Specialist	\$65

What's important to know?

Stuart Wallace, LLC is proposing to provide the four counties and their constituent municipalities with the highest quality professional consulting services at a reasonable cost. Industry standards for billing rates for comparable professional experience and services can be up to two times as high as the rate quoted by SW LLC. This means the skilled and experienced professionals from SW LLC will be able to spend more time working on this project and therefore, provide a more detailed and responsive result than might be possible with firms that carry greater overhead costs. At the same time, the cost effectiveness of the SW LLC team means there are funds left in the overall project budget to provide additional services that will help implement the mitigation programs of the four counties and the participating jurisdictions.